

The Manager
Punjab National Bank

Application for Leave Fare Concession

I have been granted privilege leave for _____ days from _____ to _____, both inclusive, as per your letter No. _____ dated _____.

I intend to visit _____, which is my place of domicile.

I intend to visit _____ for rest.

The details of the journey I intend to make for visiting _____ are as follows:

- a. _____ is _____ km. from _____ the shortest possible route.
b. In the outward journey, I shall be accompanied by the following members of my family, who are wholly dependent on me:

Name	Age (Last Birth day)	Occupation	Relationship

- c. On the return journey, I shall be accompanied by the following members of my family.
d. I declare that I shall undertake the journey by the shortest possible route, directly to the place to be visited and complete the journey, if possible only between 5 AM to 7 PM.
e. Details of the outward journey are:
f. Details of the inward journey are:

With reference to my above letter of _____, I confirm that I have completed the journey as declared in all respects and incurred fares amounting to Rs. _____ as stated above. I produce the following in substantiation of my claim.

Span: 2 Years / 4 Years

Dated: _____

Signature

NAME OF THE BRANCH _____

ANNEXURE-I

Dated: _____

The Senior Manager-HRD
Punjab National Bank
Circle Office: _____

REG: LEAVE FARE CONCESSION

1. Name of employee: _____ PF No. _____
2. Designation: _____
3. Leave sanctioned: _____ days from _____ to _____
4. Leave encashment: _____ days allowed once in 2/4 years
5. Purpose of Journey: Recuperation/visit to native place
6. Address of native place as per History Sheet:

7. Date of appointment in Bank: _____
8. Date of promotion as Officer: _____
9. Last availment of LFC as per details below:

First time on _____ in the span from _____ to _____
Second time on _____ in the span from _____ to _____
Third time on _____ in the span from _____ to _____

10. Current span / Block: _____

11. Detail of dependents:

	Name	Date of Birth	Occupation & Income (Rs.)	Status – Married/ Unmarried	Relation with the employee
1.					
2.					
3.					
4.					

12. Date of Marriage: _____
13. Spouse has not claimed the amount of T.A. Bill from his/her organisation where he/she is working for the above journey. (Certificate from employer of spouse is enclosed).

14. If claimed for parents, FORM 'B' should be enclosed.

I confirm that the above particulars are true.

SIGNATURE OF THE EMPLOYEE
DESIGNATION: _____

SIGNATURE OF INCUMBENT
DATE _____

NAME OF THE BRANCH _____

ANNEXURE-I

Dated: _____

The Senior Manager-HRD
Punjab National Bank
Circle Office: _____

REG: LEAVE FARE CONCESSION (100% ENCASHMENT OF LFC)

1. Name of employee: _____ PF No. _____
2. Designation: _____
3. Leave sanctioned: _____ days from _____ to _____
4. Leave encashment: _____ days allowed once in 2/4 years
5. Purpose of Journey: Recuperation/visit to native place
6. Address of native place as per History Sheet:

7. Date of appointment in Bank: _____
8. Date of promotion as Officer: _____
9. Last availment of LFC as per details below:

First time on _____ in the span from _____ to _____
Second time on _____ in the span from _____ to _____
Third time on _____ in the span from _____ to _____

10. Current span / Block: _____

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	Name	Date of Birth	Occupation & Income (Rs.)	Status – Married/ Unmarried	Relation with the employee
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14. **If claimed for parents, FORM 'B' should be enclosed.**

I confirm that the above particulars are true.

SIGNATURE OF THE EMPLOYEE
DESIGNATION: _____

SIGNATURE OF INCUMBENT
DATE _____